



Start of the Semester Checklist

Things tend to get a bit busy just before the start of the semester and as hard as it is for the LMS Team to believe, sometimes Blackboard isn't your top priority. Be that as it may, there are some things you need to keep in mind with August 21st looming like a shadow so that your online content isn't eclipsed by other events. To keep your students from being lost in a penumbra of online darkness, the CFC has created a checklist to help remind you of those Blackboard tasks that are important – even if you only have to worry about them once a semester.

- **Request a Course Merge**
 - A merge after students have submitted work creates grading challenges
- **Request to have a framework installed**
 - We can preload your course with all the tools you'll need in the menu and content areas to easily organize your content. We can install versions with content folders or learning modules, just let us know which you prefer
- **Request a Course Copy**
 - Already have course content that just needs a few tweaks? We can help!
- **Update and post course syllabus and schedule**
- **Post textbook information**
- **Confirm that all of the videos and web links work**
 - Links that were good last semester may not work or may take your students to the wrong web site.
- **Configure Panopto**
 - Whether you have already recorded videos or plan to do so, make sure your course is Panopto ready
- **Consider a Week 0 implementation**
 - If you have things that students ought to have done before the first day of class (read syllabus, review schedule, complete survey, provide

introduction, etc.), a Week Zero folder is a great way to kick start their learning.

- **Update Weekly Overviews**
 - Make sure your students know what they need to accomplish each week. Just take the content from your course schedule and post it in the appropriate folder in your course.
- **Email your Welcome Letter to students and post in course**
- **Post your Course Orientation Video**
 - Panopto is a great way to take your students on a virtual tour of your course content and will reduce frustration and confusion for both of you.
- **Activate the Academic Integrity content**
 - Optional content available in your course
- **Preview course using the Student Preview Mode**
 - What you see in Blackboard is not always what your students see.
- **Make the course Available to students**
 - This doesn't happen automatically at the beginning of the semester. Your students are loaded into Blackboard from Banner two weeks before the start of the semester, so if your course is ready before then you can give them early access.

For more information on any of the above topics or anything related to Blackboard, please contact the LMS team at 227-2930 or [click here](#) to email.